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Bulletin Number	13896BR
Type of Recruitment	Departmental Promotional Opportunity
Department	Mental Health
Position Title	MENTAL HEALTH SERVICES COORDINATOR II
Exam Number	28149A
Filing Type	Standard
Filing Start Date	12/11/2012
Filing End Date	12/24/2013
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	4808.00
Salary Maximum	6306.00
Position/Program Information	Provides highly responsible administrative staff support for the planning, coordination, and implementation of mental health services and legal requirement with public, private and community agencies.
Essential Job Functions	<ul style="list-style-type: none"> • Assists in the development of programs necessary to Implement State laws in the field of mental health. • Serves as liaison between the Department of Mental Health and public and private agencies, and reviews mental health services offered under ongoing contracts. • Develops placement resources for mentally disordered adults and children, and coordinates placement planning with appropriate agencies. • Provides training to acquaint providers of mental health services with necessary legal and contractual requirements. • Assists in the development of special services for specific groups such as the handicapped.
Requirements	Selection Requirements: One year's experience as a Mental Health Services Coordinator I*.
Physical Class	Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out jobrelated essential functions.
Special Requirement Information	* Applicants must currently hold the Los Angeles County payroll title of Mental Health Services Coordinator I. NO OUT-OF-CLASS EXPERIENCE WILL BE ACCEPTED. Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience

	<p>requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.</p>
Examination Content	<p>This examination will consist of two parts:</p> <p>Part I: An evaluation of experience based upon application information weighted 50%, and</p> <p>Part II: An Appraisal of Promotability weighted 50%. The Appraisal of Promotability is designed to measure knowledge and skills, verbal and written communication skills, adaptability/dependability, work habits and attitude, and interpersonal and public relations.</p>
Vacancy Information	<p>Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.</p> <p>The resulting eligible list for this examination will be used to fill vacancies in the Department of Mental Health.</p>
Eligibility Information	<p>The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.</p>
Available Shift	<p>Any</p>
Job Opportunity Information	<p>Restricted to permanent employees of the above Department who have successfully completed their initial probationary period.</p>
Application and Filing Information	<p>ONLINE FILING ONLY:</p> <p>Applicants must apply online by clicking on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email. All applicants MUST complete the filing process ON-LINE (via electronic submission). Applications will not be accepted by mail, fax, or in person. We must receive your application by 5:00 pm, PST, on the last day of filing.</p> <p>Applicants are required to submit a standard Los Angeles County Employment Application to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of on-line applications, although resumes may be uploaded as attachments to on-line applications. Note: If you are unable to attach required documents, you may fax them to (213) 637-5892 within five (5) days of filing. Please include exam number and exam title.</p> <p>ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION.</p> <p>The acceptance of your application depends on whether you have clearly shown that you meet the REQUIREMENTS . Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.</p>
County of Los Angeles Information	<p>View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990</p>

and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Celia Yeung
Department Contact Phone	(213) 738-4634
Department Contact Email	cyeung@dmh.lacounty.gov
ADA Coordinator Phone	(213) 73-2823
Teletype Phone	(800) 735-2922
California Relay Services Phone	(800) 735-2922
Job Field	Social Services
Job Type	Professional

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